

AVPI Organising Guide Subcommittee

Meeting Minutes and Notes

March 9, 2015

Present: Baby, Elke, Jane, Katherine, Malcolm, Valentine, Bronwen, Saskia

Regrets: Joe, Martin

Agenda

1. Decide on the content of the Introduction and Preface parts of the Organizing Guide and Chapter One, "Getting Started in the Community."

Introduction – AVP Mission, Vision & Model - Katherine, Malcolm, Martin

introduction to this manual, how it is organized and used, who it is written for, how it can be used [Introduction Jan20](#) February 2, 2015

We need to brainstorm what we want in a preface and an introduction - to include why we are doing the Organizing Kit and who it's for.

Bronwen explained that the OK will be on the AVPI website and will be available both as a whole document and also in sections, and that there will be an introductory statement on the part of the website where the OK appears.

We decided on the following points:

Preface: (one page)

- Reference to what's come before (e.g in the US and UK), facilitation manuals and other organising guides
- who it's for - audience - facilitator who wants to start an AVP in their country, facilitator part of building and maintaining their own group, building their new group in their country, someone who has done, assume they have the basic manual,
- why we're doing it - to ensure that all AVP facilitators across the world have access to the same information and advice to help them to set up and maintain effective programmes
- statement that if you are not a trained facilitator, to contact your local / national group (via the AVP International website)

Introduction:

- a step-by- step guide
- say where the guide can be found and how it can be accessed / downloaded and printed out, and copy in parts
- structure of the guide and why
- overview of content
- relationship with AVPI
- resources of AVPI eg. avp-world, discussion group, website

- the role of the Organising guide working Group and how to contact them should people need help / advice or if people want to contribute something for the Organising Guide.
- AVP has principles, each group has practices based on these principles. There is therefore a range of different practices, which we are aiming to gather together in this guide. Please send us any adaptations, which we may include.
- this is a guide and as such offers guidelines that will (hopefully) help AVP groups to become sustainable, to thrive and to embark into new areas of workshop communities
- living document that will grow with contributions from AVP groups
- AVP principles, mission, model that's common to every manual.

Katherine and Malcolm will continue drafting the Introduction and Preface. A link will be share so that we can all access these.

We discussed whether the OK should be in two parts - for community and prison workshops.

2. Chapter 1: Getting Started in the Community: [Chapter 1: Community](#) Joe, Mary, Elke, Jane

We think that the chapter should contain the following points:

- practical things - what you need to do before doing your first workshop - e.g. partner, venue, food, (description), finances, publicity, registration process (including confidentiality, photos facebook, permission (and release forms), confidentiality of personal facilitation team - how will they be selected, accommodation, handouts and evaluation forms, place on website, join and be part of national system, join and link to local group. Guidelines/ checklist about these.
- how to record e-mails, contacts, etc
- travel and travel time for facilitators and participants
- templates for necessary invitation letters, joining instructions confirmation letters etc
- before you start your first workshop, what you need to do to prepare
- find out where AVP is currently active in the area and establish relations / connections
- insurance - who to link with and implications
- partnerships
- languages and translation, manuals in different languages

3. Decide on which of the next chapters we will address at the next skype call.

We decided to look at the Prison Workshops Chapter, the Sustainability Chapter , and the

Financial and Legal Issues chapter next time. Bronwen will send us the links to these chapters before next meeting.

4. Decide on how and when we would use links and/or actual text from other documents, like Tom Boyd's work on fundraising or Maji's information on his "Directory" of 2008. For example, put all on a google doc to simplify searches for our committee members; have necessary links in each chapter and also have an index of all the links at the end of the guide.

Bronwen mentioned that there are a lot of useful documents around, but we need to decide what bits of information can be gleaned from these. We agreed that it would be useful to have a Google doc with useful links and a short description so that the groups working on the different chapters can access these and take out information as necessary.

Katherine mentioned that there should also be a Further Reading section at the end of the Organizing Kit. Any references mentioned in the Kit should be available on the AVPI web-site, so that people aren't going elsewhere to look at resources.

5. Decide on submitting a draft of the guide to the international listserv for comments as a form of beta testing.

We enthusiastically agreed that we are not ready to do this yet!

6. Date of next meeting:

We agreed to hold our next meeting on Monday 6th April. Bronwen and Joe will confirm the time after consulting international times.